Provider E-Newsletter
Special Alert
National Provider Identifier (NPI)

Volume V-NPI Alerts

NPI Dual Use Begins March 26

- Dual Use begins on March 26, 2007, and continues through May 22, 2007. During this period, DMAS will allow use of either the current Medicaid Provider Identification Number or the NPI for both electronic and paper claim submissions.

- All claims submitted with an NPI will be processed using the NPI. Claims submitted with only the Medicaid Provider Identification Number will continue to be processed using this number. However, it is important to note that claims submitted with <u>both</u> an NPI and a Medicaid number will be processed using only the NPI <u>beginning March 26, 2007</u>.

- If you submit an electronic 837 claim transaction that includes your NPI, and you are receiving an electronic 835 remittance advice, your remittance will be generated using the NPI from your claim.

- If you use a clearinghouse, it is important that you contact your clearinghouse to ensure they have tested with First Health Services prior to submission of an NPI and that they only include an NPI on electronic claims submissions if the NPI has been shared with DMAS and you have received a Confirmation letter from us.

- Please click here to link to the NPI dual use Medicaid memorandum: http://www.dmas.virginia.gov/downloads/pdfs/mm-Dual_Use_Period_Memo.pdf .

DMAS Requirements for National Taxonomy Codes

Providers who plan to use one NPI in place of multiple Medicaid Provider IDs that were used to bill different types of services may be required to include taxonomy codes on their claim submissions.

Please click here to review the DMAS Taxonomy Code Summary document: http://www.dmas.virginia.gov/downloads/pdfs/npi_DMAS_TaxonomyCodeSummary.pdf
And the National Taxonomy Codes Medicaid memorandum: http://www.dmas.virginia.gov/downloads/pdfs/mm-NPI_Taxonomy_Memo.pdf

General Billing Instructions for the New CMS-1450 (UB-04)

DMAS has followed the National Uniform Billing Committee (NUBC) requirements for the new form with a few exceptions which will be addressed later in this memo. The NUBC has established standards in the formatting of this form to facilitate the use of image processing technology such as Optical Character Recognition (OCR) and image storage. For specific printing standards information, refer to the NUBC Instruction Manual for UB-04 from the NUBC website at:
www.nubc.org

Please click here to link to the Billing Instructions Medicaid Memorandum: http://www.dmas.virginia.gov/downloads/pdfs/mm-NPI_CMS_1450.pdf

Group Billing Reminders

A Group Practice consists of two or more fee-for-service practitioners that share the same Tax ID (EIN) for Billing or Payment purposes.

DATE YOU **MAY** BEGIN GROUP BILLING: March 26, 2007

DATE YOU **MUST** BEGIN GROUP BILLING: May 23, 2007

GROUP PRACTICE BILLING TIPS

Beginning March 26, 2007: DMAS will use the NPI, when present, to process claims. If a Virginia Medicaid Provider Identification Number (PIN) is also sent with the NPI, the PIN will <u>not</u> be used when processing the claim, only the NPI will

be used. This applies to all claims <u>processed</u> by DMAS beginning on March 26, 2007, even if the claim was mailed (or submitted to your EDI Service Center/Clearinghouse) prior to March 26, 2007.

<div style="text-align:center"><u>**DO…**</u></div>

☑ **Submit the Group Practice (Type 2) NPI as the Billing Provider and the Individual Practitioner (Type 1) NPI as the Rendering (Servicing) Provider.**

☑ Ensure that all members of the Group Practice are enrolled as participating providers.

☑ Only use the appropriate NPIs for the Billing Provider, Rendering (Servicing) Provider, and Other Providers on all claims submissions.

<div style="text-align:center"><u>**DO NOT…**</u></div>

☒ **Do not submit an NPI on your claims prior to May 23, 2007 if you have not shared your NPI with DMAS by enrolling as a Group Practice, or if you have not received a confirmation letter indicating that your Group Practice was enrolled. Your claims will be denied if the Group Practice is not recognized on our database. In this case you may continue to bill as you currently do using your Medicaid Provider Identification Number (PIN) for claims received by DMAS up to May 22, 2007.**

☒ Do not submit the Group Practice NPI for both the Billing Provider and the Rendering (Servicing) Provider. The claim will be denied.

☒ Do not submit the Individual Practitioner's NPI for both the Billing Provider and the Rendering (Servicing) Provider. The claim, if approved, will be paid to the practitioner under his/her individual Tax ID Number if the practitioner's own practice is enrolled with Virginia Medicaid; otherwise, the claim will be denied.

☒ Do not mix an NPI for the Billing Provider with a Medicaid PIN for the Rendering (Servicing) Provider. The claim will be denied.

☒ Do not mix a Medicaid PIN for the Billing Provider and an NPI for the Rendering (Servicing) Provider. The claim will be denied.

General DMAS Group Practice Billing Guidelines

<u>Billing Provider NPI</u> *
- The Group Practice's Type 2 Organization NPI
- CMS1500 (08-05): Enter the Billing Provider NPI in Locator 33a
- 837P, Loop 2010AA: Enter the "XX" qualifier in NM108, and the Billing Provider NPI in NM109

<u>Rendering (Servicing) Provider NPI</u> *
- The Practitioner's Type 1 Individual NPI
- Required on Group Practice Claims.
- The Rendering Provider NPI must be different than the Billing Provider NPI.
- CMS1500 (08-05): Enter the Rendering Provider NPI in Locator 24j for each service.

- 837P, Loop 2310B: Enter the "XX" qualifier in NM108, and the Rendering Provider NPI is entered in NM109. This applies to all services unless the 2420A loop is used.
- 837P, Loop 2420A: Enter the "XX" qualifier in NM108, and the Rendering Provider NPI in NM109. Use only when this service has a different rendering provider.

> * **Refer to the DMAS Provider Manuals http://www.dmas.virginia.gov/prm-provider_manuals.htm and Companion Guides https://virginia.fhsc.com/hipaa/CompanionGuides.asp . Also refer to the February 9, 2007, Medicaid Memorandum regarding the "National Provider Identifier (NPI) Update: DMAS Dual Use Period – March 26 - May 22, 2007" at http://www.dmas.virginia.gov/pr-medicaid_memos_providers.htm .**

DMAS Group Billing Quick Reference Guide

Scenario	Billing Provider Locator	Rendering (Servicing) Provider Locator	DMAS Action
Correct way to bill as a Group Practice ☑ **Beginning March 26, 2007**	**Group Practice NPI (Type 2 Org.)**	**Individual Practitioner NPI (Type 1 Ind.)**	**Claim processed using the Billing and Rendering Provider NPIs.**
Mixed Use of NPI & Medicaid PIN ☒ Beginning March 26, 2007	Group Practice NPI	Medicaid PIN	Claim Denied
Mixed Use of NPI & Medicaid PIN ☒ Beginning March 26, 2007	Medicaid PIN	Individual Practitioner NPI	Claim Denied
Use the same NPI for Billing and Rendering (Servicing) Provider ☒ Beginning March 26, 2007	Group Practice NPI	Group Practice NPI	Claim Denied: The Group Practice cannot be the Rendering Provider
Use the same NPI for Billing and Rendering (Servicing) Provider ☒ Beginning March 26, 2007	Individual Practitioner NPI	Individual Practitioner NPI	If approved, claim is paid to the Rendering Provider's Tax ID when enrolled; otherwise, claim is denied.
Group Practice Not Enrolled ☒ Beginning March 26, 2007	Group Practice NPI	Individual Practitioner NPI	Claim Denied
Rendering Provider Not Enrolled as a Member of the Group Practice ☒ Beginning March 26, 2007	Group Practice NPI	Individual Practitioner NPI	Claim Denied
Continue using Medicaid PIN ☑ Through May 22, 2007	Medicaid PIN	Medicaid PIN (same as billing)	Claim processed using the Medicaid PIN.
Continue using Medicaid PIN ☒ After May 22, 2007	Medicaid PIN	Medicaid PIN (same as billing)	Claim Denied

Atypical Providers

An Atypical Provider is a provider that does not meet the HIPAA definition of a "health care provider" (45 CFR 160.103). If you have been identified as an "Atypical Provider", then DMAS has assigned an Atypical Provider Identifier (API)

for you to use in place of your existing Medicaid Provider Identification Number for all Medicaid business transactions. Your 10-character API was communicated through an API Enumeration Letter sent via the United States Postal Service on February 20, 2007. If you did not receive your API, please call the First Health Services Provider Enrollment Unit (PEU) at 1-888-829-5373 (In-state, toll free) or 1-804-270-5105 (Outside Virginia). Please click here to link to the Atypical dual use Medicaid memorandum: http://www.dmas.virginia.gov/downloads/pdfs/mm-Atypical_Dual_Use_Memo.pdf

Beginning May 23, 2007, DMAS will only accept claims having an NPI/API. Visit http://www.dmas.virginia.gov/ for frequent NPI updates

WebEx and Upcoming Training Sessions

The Department of Medical Assistance Services offers NPI Question and Answer sessions through the WebEx training system found on the DMAS website. These sessions allow a provider to ask questions directly to an NPI subject matter expert. Some of the subjects that are covered include:

- Dual Use
- NPI:Q&A with DMAS
- Taxonomy
- New Web Based ARS
- CMS 1500 Q and A
- UB-04 Q and A

Please visit the DMAS website for upcoming NPI training sessions at: http://www.dmas.virginia.gov/ln-upcoming_events.htm .

Pre-registration is required at all upcoming training events due to the space available at any selected site. Registration is handled on a first come, first serve basis and DMAS is unable to accept registrations by telephone. As presentations are targeted toward specific audiences, training notices will be mailed through our mailing contractor and sent to the intended audiences.

Please continue to check http://www.dmas.virginia.gov/ln-upcoming_events.htm to stay aware of events as they are posted, to view the training invitation letters, and to complete a registration form for the events that you are interested in attending.

The Department of Medical Assistance Services has also posted **recorded** WebEx Sessions in preparation for the NPI and in support of the Medicaid Program.

The recorded sessions are provided to assist you in understanding the requirements for conducting business with the Department of Medical Assistance Services as it pertains to the NPI.

The recorded sessions add value for you, the provider, when the recorded sessions are viewed prior to a LIVE session.   Please click here to view the recorded sessions:

 https://dmas.webex.com/mw0302l/mywebex/default.do?siteurl=dmas Click on the recorded session section found on the column to the left under "Attend a session".

Testing Electronic Transactions for NPI

DMAS currently supports the submission of HIPAA-mandated electronic transactions.   DMAS is upgrading its systems to begin using the National Provider Identifier (NPI). The purpose of this memorandum is to inform you of the schedule for the testing and implementation of electronic transactions containing NPI numbers.

DMAS is actively testing the use of NPI numbers in electronic transactions with vendors, providers and clearinghouses All submitters of electronic transaction are strongly encouraged to test their electronic transactions with First Health (the DMAS fiscal agent) as soon as possible beginning January 15th.

DMAS will implement the NPI-compliant system on March 26, 2007 using a 'dual-use' approach. Before that date, all transactions will continue to be processed using the current Medicaid ID.

Beginning on the dual-use date in the first quarter of 2007, any transaction containing an NPI number will be processed using the NPI. If an NPI is submitted on an inbound transaction during the NPI dual-use period, the NPI will be returned on its corresponding outbound transaction. If the Medicaid ID is also included on a transaction that has an NPI, it will not be used.

All submitters must be using NPI numbers by May 23, 2007. Effective that date, electronic transactions with legacy, 9-digit Medicaid Provider numbers will be rejected. View the December 21, 2006 Medicaid Memorandum regarding Testing Electronic Transactions for the National Provider Identifier (NPI) at: http://www.dmas.virginia.gov/downloads/pdfs/mm-NPI_12_26_06.pdf .

New Web Portal for the Automated Response System (ARS)

The Department of Medical Assistance Services (DMAS) has implemented a new Automated Response System (ARS) Web Site on 2/19/07. The ARS supports more than 13,000 Medicaid Providers currently registered for the no-cost option of obtaining claims and eligibility information online. Many new features are found on the Web Site including improved access to business information needed by Medicaid providers as well as the User Administration Console (UAC). The UAC will allow you, the provider, to manage your own ARS access for one or more users. The UAC is an application that allows the provider to assign a Delegated Administrator for its office or facility. The UAC can then enable access to anyone in the provider's office or facility with a business need to access ARS information on the provider's behalf. There will no longer be a limitation of only one ARS user associated to an individual Provider Identification Number. Once users have successfully completed the registration process for the UAC, they may not begin to utilize its enhanced capabilities in conjunction with the ARS until March 26, 2007. All users must continue using their existing ARS access until March 26, 2007, in order to obtain claims and eligibility information online. Please click here for a link to the Medicaid Memorandum http://www.dmas.virginia.gov/downloads/pdfs/mm-AutoResponseSystem%20_ARS_Memo_1_19_07.pdf . Please click here to link to the ARS: https://virginia.fhsc.com/ .

NPI: Get It! Share It!

The Department of Medical Assistance Services (DMAS) is in the final phase of National Provider Identifier (NPI) Re-Enrollment. Most providers have responded and are ready to begin using their NPI on all transactions. However, there are still a significant number of providers who have not responded to requests for their NPI. Beginning on May 23, 2007, DMAS will **DENY** all claims received from providers who have not re-enrolled with their NPI!

If providers need assistance, or need a replacement NPI Re-Enrollment packet, don't wait! Call the Provider Enrollment Unit today at 1-888-829-5373 (In-state toll free) or 1-804-270-5105 (Outside Virginia).

DMAS needs to receive your completed NPI Re-Enrollment Packet or NPI Group Practice Enrollment Packet at least 15 business days prior to the May 23, 2007 deadline. Completed NPI Re-Enrollment Packets and NPI Group Practice Enrollment Packets should be sent to:

First Health Services Corporation
Provider Enrollment Unit
PO Box 26803
Richmond, VA 23261-6803
804-270-7027 (Fax)

If you do not yet have an NPI, don't wait! <u>Get your NPI now</u>. You may do so by contacting the National Plan and Provider Enumeration System (NPPES) online at https://nppes.cms.hhs.gov/NPPES/Welcome.do or by calling 1-800-465-3203. <u>Providers who have not requested their NPIs prior to April 2, 2007 may not be able to obtain an NPI in time to complete the NPI Re-Enrollment process by the May 23, 2007 deadline!</u>

If you have questions about the use of the NPI with the Virginia Medicaid Program, you may e-mail us at: NPI@dmas.virginia.gov .

Getting an NPI is Free – Not sharing it with DMAS can be Costly!